

## 4.9 INVENTORY

**Note:** The NPDMS inventory subsystem is not currently being used. This documentation is being left in place in the event it is re-implemented at a later date.

This process allows initiation of the inventory subsystem. This subsystem provides the PDO with a mechanism to assist in the conduct and recording of required inventories.

Occasionally, items are not found or are not accounted for during this process. Item discrepancies between the NPDMS Data Base and physical inventory records are researched. The results of the research are recorded in the NPDMS Data Base (using the Add, Change, Receipt, Dispositions, and/or Survey Lost Personal Property processes) to bring it into agreement with the physical inventory. This process provides the following options:

- Capture Pre-Inventory Case Data
- Enter/Delete Inventory Data
- Produce Post Inventory Report for Matched and/or Unmatched Items
- Print Final Inventory Report.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the NPDMS MAIN MENU (NDO000MB), type **6** at Enter Selection to access the Inventory process.

ND0000MB / ND0000PC	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM - MAIN MENU - M	03/01/01 09: 59: 51 MSXXX
 1 Queries 2 Reports 3 Tables 4 Case Review 5 Transactions 6 Inventory 7 Retransmit to GSA 8 Browse Case . Exit (End Session)		
Enter Selection: _		
For Case Review Please Enter - Prop Case No: 804101 _____ Item Id: _		
Navigation: _____		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -	HELP LOPF PREV RVW	CLEAR EXIT

#### INPUT DATA

- Enter Selection input value = 6
- Press **<Enter>**.

NPDMS displays the INVENTORY MENU screen (ND6000MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND6000MA / ND6000PA	- INVENTORY -	10: 01: 03
	I	MSXXX

  

1	Pre-Inventory
2	Enter/Delete Inventory Data
3	Post Inventory Report
4	Final Inventory/Reconciliation Report

  

Enter Selection: \_

  

Inventory Date: \_ \_ \_ \_ (For Selection 1 and 2)

  

Function: \_ (For Selection 2)  
 (A=Add, D=Delete)

  

Prop Case No: 804101 \_ Item ID: \_  
 (For Delete Function)

  

Navigation: \_\_\_\_\_

Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
HELP LOPF PREV CNCL EXIT

## INPUT DATA

- Enter Selection input value = **1, 2, 3, or 4**
- Pre-Inventory Date input format = **MM/DD/YYYY**  
(Use only with Selection 1)
- Function input value = **A or D**  
(Use only with Selection 2)
- Prop Case No (Use only with Function D)
- Item Id (Use only with Function D)
- The Press **<Enter>**.

### 4.9.1 Pre-Inventory Processing

This process allows the user to initiate the inventory process by setting the Property Inventory Begin Date on the case records held on the active NPDMS Case File.

- From the INVENTORY MENU (ND6000MA), type **1** at Enter Selection and the Pre-Inventory Date (MM/DD/YY format).
- Press **<Enter>**.

- NPDMS schedules a batch job to update the active NPDMS Case File with the Property Inventory Begin Date. The batch job is run as a part of the NPDMS Batch Processing.
- The Property Inventory Begin Date is filled with the entered/passed date for all case records residing on the active NPDMS Case File.

## 4.9.2 Enter Inventory Data

This allows the user to enter the Inventory Data for all Idle NASA Personal property discovered during the physical inventory. This data is used to generate all Inventory-related reports.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the INVENTORY MENU (ND6000MA), type **2** at Enter Selection and type an **A** at Function.
- Press **<Enter>**. NPDMS displays the INVENTORY DATA screen (ND6020MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM						03/01/01
ND6020MA / ND6020PA		- INVENTORY DATA -				10: 03: 05
I						MSXXX
Inventory Date: ** ** *						
FEDSTRIP AAC: 804101		Location Bldg: *****		Room: *****		
Prop Case No	Item ID	ECN	Qty	UM	Warehouse Loc	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
Enter 'C' To Cancel: _						
Navigation: _____						
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -						
HELP		LOPF		PREV		CNCL
				CLEAR		EXIT

## INPUT DATA

- Inventory Date input format = **MM/DD/YYYY**
- Location Bldg
- Room
- Prop Case No
- Item Id
- ECN
- Qty
- UM
- Warehouse Loc
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- NPDMS then redisplay the INVENTORY DATA screen (ND6020MA) with the following *'Record Successfully Added'*. The user may input more data using the above Steps.
- The Inventory File is updated with new inventory records.

### 4.9.3 Delete Inventory Data

This process allows the user to delete the Inventory Data from the Inventory File for all Idle NASA Personal property discovered during the physical inventory. This data is used to generate all Inventory-related reports.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the INVENTORY MENU (ND6000MA), type **2** at Enter Selection, **D** at Function, Prop Case No, and Item Id.
- Press **<Enter>**. NPDMS displays the INVENTORY DATA screen (ND6020MA) containing a message to verify the delete.
- Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM						03/01/01
ND6020MA / ND6020PA						11:11:04
- INVENTORY DATA -						MSXX
I						
Inventory Date: 02 02 2001						
FEDSTRIP AAC: 804101						
Location Bldg: 4202*****						Room: 1368*
Prop Case No	Item ID	ECN	Qty	UM	Warehouse Loc	
5332S097	01	_____	____1	EA	4202_____	
Enter 'D' To Confirm Delete or Enter 'C' to Cancel: _						
Navigation: _____						
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -						
HELP		LOPF		PREV		CNCL
				CLEAR		EXIT

## INPUT DATA

- Enter 'D' to confirm Delete or  
 Enter 'C' to Cancel  
 input value = **D** or **C**
- Press **<Enter>**.

- If **D** to delete, NPDMS then displays the message '*Record Successfully Deleted*' on the INVENTORY DATA screen (ND6020MA); or if **C** to cancel, the system displays the INVENTORY screen (ND6000MA).
- The Inventory record is deleted from Inventory File.

#### 4.9.4 Schedule Post Inventory Report

This process allows the user to schedule the Post Inventory Report.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the INVENTORY MENU (ND6000MA), type **3** at Enter Selection.
- Press **<Enter>**. NPDMS displays the Post Inventory Report information on the ON-REQUEST REPORTS - DISTRIBUTION screen (ND2200MB).

Appropriate data fields are populated and displayed by the system.

ND2200MB / ND6000PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ON-REQUEST REPORTS - DISTRIBUTION I	03/01/01 11: 12: 46 MSXXX
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Report Name: POST INVENTORY REPORT  
Report Number: 022

Distribution : xxxxxx xxxxxx\*\*\*\*\*  
Mail Stop : CN41\*\*\*  
No of Copies : 1\*  
Special Forms : \_\_\_\_\_  
Output Class : D  
Printer Dest : P3030132  
Binding Instructions: U (U, S, V)

Begin Date : \_ \_ \_ \_  
Ending Date : 03 01 2001  
Number of Days: \_ \_  
More Inputs : NO

Navigation: \_\_\_\_\_  
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -  
HELP LOPF PREV CNCL EXIT

## INPUT DATA

- Distribution
- Mail Stop
- No of Copies
- Special Forms (site specific)
- Output Class (site specific)
- Printer Dest (if Xerox)
- Binding Instructions input values = **U, S, or V**
- Begin Date input format = **MM/DD/YYYY**
- Ending Date input format = **MM/DD/YYYY**
- Number of Days
- More Inputs system display = NO or YES



- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- NPDMS schedules the Post Inventory Report, which is run during the Batch Processing. The NPDMS Report File is updated with the information.
- NPDMS redisplay the ON-REQUEST REPORTS screen (ND2200MB) with the message *'Record Successfully Added'*. To return to the INVENTORY screen (ND6000MA) press **PF17**.

#### 4.9.5 Schedule Final Inventory/Reconciliation Report

This process allows the user to schedule the Final Inventory/Reconciliation Report. When the Final Inventory report runs, the Inventory End Date on the Case Record is updated with the Inventory End Date from the Inventory File.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the INVENTORY MENU (ND6000MA), type **4** at Enter Selection.
- Press **<Enter>**. NPDMS displays the Final Inventory/Reconciliation Report information on the ON-REQUEST REPORTS - DISTRIBUTION screen (ND2200MB).

Appropriate data fields are populated and displayed by the system.

ND2200MB / ND6000PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ON-REQUEST REPORTS - DISTRIBUTION I	03/01/01 11:14:08 MSXXX
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Report Name: FINAL INVENTORY/RECONCILIATION REPORT  
Report Number: 021

Distribution : xxxxxx xxxxxx\*\*\*\*\*  
Mail Stop : CN41\*\*\*  
No of Copies : 1\*  
Special Forms : \_\_\_\_\_  
Output Class : D  
Printer Dest : P3030132  
Binding Instructions: U (U, S, V)

Begin Date : \_ \_ \_ \_  
Ending Date : 03 01 2001  
Number of Days: \_ \_  
More Inputs : NO

Navigation: \_\_\_\_\_  
Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- - -  
HELP LOPF PREV CNCL EXIT

## INPUT DATA

- Distribution
- Mail Stop
- No of Copies
- Special Forms (site specific)
- Output Class (site specific)
- Printer Dest (if Xerox)
- Binding Instructions input values = **U, S, or V**
- Begin Date input format = **MM/DD/YYYY**
- Ending Date input format = **MM/DD/YYYY**
- Number of Days